

CHAPTER 104

BUSES

A. GENERAL

1. **Agreements**. Separate agreements for bus companies party to the Military Bus Agreement (MBA) are on file at MTMC. Agreements and updates will be distributed by MTMC/MTOP-QQ to each TO. For the use of buses outside of CONUS, MTMC or theater CINC will establish bus agreements.

2. **Standards of Service**. Standards of service for travel of DoD personnel by commercial bus transportation are prescribed in Attachment 1 of the MTMC MBA. These minimum standards are intended to insure the provision of carrier service commensurate with authorized entitlements. In emergency situations, carriers will comply with the prescribed standards to the extent that circumstances permit. The standards of service apply to all commercial carrier equipment used for moving DoD passengers and their families in domestic transportation procured by MTMC and TOS. MTMC or the TO will prescribe bus equipment requirements for group movements of DoD-sponsored travel. **In overseas areas, MTMC or theater commands will establish standards of service.** Selection of buses for various group movements will be dependent upon the carrier's vehicle capabilities. The following types of buses are to be used for passenger operations:

- a. "Intercity" buses will be used for movements which exceed 60 miles.
- b. "Intercity" or "Intracity" buses may be used for movements of 60 miles or less.

B. ROUTING AUTHORITY

Air is the preferred mode of travel unless the orders issuing authority specifies otherwise in traveler's orders. When bus is the selected mode of travel, all routing may be accomplished by the TO. Only DoD-approved bus companies with agreements on file with MTMC will be used. TOS have the option of requesting assistance from MTMC/MTOP-QQ.

C. PROCUREMENT PROCEDURES.

1. TOS will ensure that only MTMC-approved carriers are considered when arranging charter bus service within their routing authority.

2. Bids will be solicited from at least three carriers (if and when available) and the carrier offering best value service will be selected. Factors which influence selection, regardless of cost, are overall condition of the equipment with emphasis on areas which affect safety; timely and responsible service, and conduct and performance of operating personnel. Awards will be made in writing along with any changes made after award. This will assist in resolving billing problems and provide a detailed file in case of a protest.

3. Inspections. Random inspections are performed by MTMC or their contracted representatives and upon request by TOS. In addition, TOS are to inspect buses upon arrival at origin prior to passenger movement. Standards for TO inspections of bus equipment are outlined under the Vehicle Inspection Criteria portion of DD Form 1341R, contained in Appendix A. TOS will provide MTMC/MTOP-QEC information concerning TO-arranged chartered bus movements, by FAX or message, as soon as movement information becomes known. This action will allow MTMC an opportunity to arrange bus safety inspections.

D. CHARTER BUS SERVICE

Upon completion of each charter bus movement, the TO will complete the Government Charter Coach Certificate (GCCC) furnished by the carrier. One copy of the GCCC will be retained by the TO. The original and one copy will be returned to the carrier along with the completed GTR and one copy will be forwarded to MTMC, Attn: MTOP-QE, 5611 Columbia Pike, Falls Church VA 22041-5050.

E. BAGGAGE

The free baggage allowance in CONUS for each person will be 150 pounds of personal effects on each full-fare ticket and 75 pounds on each half-fare ticket. Travelers are responsible for off-loading baggage from privately-owned and government vehicles and making it available to the carrier at their check-in point.

F. SHIPMENT OF MILITARY IMPEDIMENTA

Military impedimenta, as distinguished from articles included in the free baggage allowance under the MBA and baggage tariffs of the carriers, transported in charter bus equipment, will be covered by the GTR covering group or individual movement.

G. WEAPONS AND MUNITIONS

1. Privately Owned. Travelers are responsible to comply with all laws and regulations of the United States, its territories, foreign countries, and local municipalities with regard to possession, carrying, and shipping of weapons and ammunition.

2. Government-Owned. Travelers using bus must have the authority to carry weapons included in the travel orders. TOS are responsible to ensure travelers, commanders, and/or designated agents are briefed on all laws and regulations of the United States, its territories, foreign countries, and local municipalities with regard to possession, carrying, and shipping of weapons and ammunition. TOS will coordinate with carrier, station managers, and/or charter representatives, on requirements and security.

3. See Appendix L for additional information.

H. REPORTS

1. DD Form 1341R, Report of Commercial Carrier Passenger Service. DD Form 134 1R is a form designed to be completed by the group leader or individual traveler and returned to the origin TO who will provide a copy to MTMC/MTOP-QE for quality control purposes. (See Appendix A)

2. Bus Travel Data Reporting. Reporting requirement for bus travel data is contained in Appendix J.